PRO TOOLS®

Keyboard/Numeric Keypad Shortcuts

GLOBAL KEYBOARD COMMANDS

Change all audio channel strips ..... **option - applicable function**

Change audio channel strip and all selected audio channel strips ..... **option - shift - applicable function**

applicable functions:

- *automation mode*
- *record, solo and mute enables*
- *record and solo safes*
- *creating Plug-Ins instances*
- *track heights*
- *volume/peak indicator*
- *I/O, Bus, Send assignment*
- *extend selection*
- *clear clip meter*

Toggle item & set all others to same new state .... **option - click on applicable item**

Toggle item & set all others to opposite state ..... **⌘ - click on applicable item**

applies to:

- *tracks in Show/Hide Tracks List*
- *Group enables/activation*
- *Automation Enable window*
- *memory location parameters*

Fine Tune ..... **⌘ - click on control slider/pot/breakpoints**

applies to:

- *Plug-In parameter editing*
- *fader movement*
- *scrubbing*
- *automation data trimming (requires larger track view for highest resolution)*

MIX AND EDIT GROUPS

Temporarily isolate channel strip from Group operation ... hold down control - any operation that affects Groups

New Group ..... ⌘ - G *(with two or more tracks selected)*

Suspend/Resume all Groups ..... ⌘ - shift - G or ⌘ - click on Groups pop-up menu

Rename Group ..... double-click on selection status area in Groups List

Group Enable/Disable ..... type ID letter on keyboard *(To enable keyboard selection of Groups, click* *box at top right of Groups List)*

Show/Hide Group members only ..... control - click on group(s) in Groups List *(control - shift - click for multiple groups)*

Grouping affects:

- *volume level/faders*
- *solos and mutes*
- *automation modes*
- *track display format*
- *track height*
- *editing*

Grouping does not affect:

- *record enables*
- *pan*
- *voice and output assignments*
- *creating instances of TDM Plug-Ins*

RECORD AND PLAYBACK

Start record	⌘ - spacebar
Stop record	spacebar
Stop record and discard take	⌘ - period key
Start/stop playback	spacebar
Half-speed record	⌘ - shift - spacebar
Half-speed playback	shift - spacebar
Enable/disable online record	⌘ - option - J / ⌘ - option - spacebar
Enable/disable online playback	⌘ - J / option - spacebar
Toggle record modes *(normal/Destructure/Loop/Quick Punch)*	control - click Transport record button
Loop playback toggle	⌘ - shift - L / control - click Transport play button
Record-safe track	⌘ - click on Record enable button
Solo-safe track	⌘ - click on Solo button
QuickPunch	⌘ - shift - P
Enter/Exit record during playback in QuickPunch	⌘ - spacebar/click Transport record button
Set and enable pre/post-roll time	option - click with selector before/after selection
Disable pre/post-roll time	option - click within selection closer to front/back
Scroll to selection start/end	←/→ *(when selection exceeds window view)*
Toggle Transport Master (Pro Tools/ADAT/Machine)	⌘ - \

AUDITIONING

When Transport = Pro Tools:

Play by pre-roll value up to selection start/end	option - ←/→
Play by post-roll value after selection start/end	⌘ - ←/→
Play by pre-roll value to current location counter time	option - ←/→ *(when no selection)*
Play by post-roll value from current location counter time	⌘ - ←/→ *(when no selection)*
Play by pre/post-roll amount through selection start/end	⌘ - option - ←/→

When Transport = ADAT/Machine:

Cue transport to selection start/end	⌘ - ←/→
Cue transport with pre/post-roll to selection start/end	option - ←/→

SCRUB(JOG)/SHUTTLE

Temporary scrub mode when using Selector	control - click - drag with Selector
Extend selection while scrubbing	shift - click - drag w/ Scrubber, *(also in temporary scrub mode)*
Shuttle	option - click - drag w/ Scrubber, *(also in temporary scrub mode)*
Shuttle-lock	control - number key *(1-9, where 5 = real-time, 9 = max speed)*
Shuttle forward/backward	+/− *(eg. shuttle backward = control - number key - −)*
Shuttle-lock stop	0 *(press number key to resume shuttle)*
Exit Shuttle-lock mode	spacebar or ⌘ - period.

EDIT SELECTION DEFINITION AND NAVIGATION

Locate play/edit cursor to next region-boundary/sync point	tab
Locate play/edit cursor to last region-boundary/sync point	option - tab
Extend selection to next region-boundary	shift - tab
Extend selection to last region-boundary	option - shift - tab
Return to start of session	return
Go to end of session	option - return
Extend selection to start of session	shift - return
Extend selection to end of session	option - shift - return
Set selection start/end during playback	↓/↑
Set selection start/end to incoming time code while stopped	↓/↑
Select entire region in Edit window	double-click with Selector
Select entire track in Edit window	triple-click with Selector / ⌘ - A
Extend selection to a memory location	shift - memory location number - period key
Extend play/edit cursor across all tracks and create selection	option - shift - click with Selector then drag
Extend play/edit cursor or selection across all tracks	enable "All" Edit group (!) and shift - click on any other track *(To enable keyboard selection of Groups, click* *box at top right of Groups List)*

EDITING, NUDGING & TRIMMING

(+/– key usage is on numeric keypad only)

Change Nudge/Grid value	⌘ - option - +/–
Nudge selection or region right/left by Nudge/Grid value	+/–
Nudge data within current region to right/left by Nudge/Grid value *(keeps region start/end and moves underlying audio)*	control - +/–
Nudge left selection boundary right/left by Nudge/Grid value	option - shift - +/–
Nudge right selection boundary right/left by Nudge/Grid value	⌘ - shift - +/–
Trim left edge of region to right/left by Nudge/Grid value	option - +/–
Trim right edge of region to right/left by Nudge/Grid value	⌘ - +/–
Reverse Trimmer direction when trimming region	option - Trimmer
Trim boundary between two regions	hold down ⌘ key while trimming
Duplicate region(s) in Edit Window	option - click selection and drag to destination
Delete selection in playlist	delete
Vertically constrain audio region movement	control - move audio region with Grabber

ZOOM

Horizontal zoom in/out	⌘ -] / [
Vertical zoom in/out	⌘ - option -] / [
Fill window with selection	option - click on Zoomer
View entire session	double-click on Zoomer
Zoom time axis only; no change in amplitude	hold down option key while using Zoomer
Zoom to previous orientation	option - click on display scale arrows
Max zoom before waveform drawn from disk	⌘ - click on Zoomer *(faster drawing from RAM)*

MEMORY LOCATIONS

Create memory location	enter
Reset a memory location	option - click on memory location button
Recall a memory location	memory location number - period key, or click on memory location button
Recall next time/selection memory location	period key
Delete memory location	control - click on a memory location button
Delete all memory locations	option - control - click on any memory location button

SELECT EDIT TOOLS/MODES

Zoom	⌘ - 1
Scrub	⌘ - 2
Trim	⌘ - 3
Select	⌘ - 4
Grabber	⌘ - 5
Pencil	⌘ - 6
Cycle through edit tools	escape key
Shuffle	option - 1
Slip	option - 2
Spot	option - 3
Grid	option - 4
Cycle through edit modes	~ key

FADES

Apply xfade to selection without accessing Fades window ... ⌘ - control - F *(uses last selected fade shape)*
Edit fade-in only in Fades window ... option - click/drag *(in "None" Link mode only)*
Edit fade-out only in Fades window ... ⌘ - click/drag *(in "None" Link mode only)*
Audition start/stop in Fades window ... spacebar
Reset to default zoom in Fades window ... option - click on either zoom arrow
Reset standard or S-shape crossfades to default curves ... option - click in xfade window *(in Equal Power/Gain modes)*

REGIONS LIST

Select region by name ... type letter(s) A-Z *(To enable keyboard selection of Regions, click* *box at top right of Regions List)*
Clear selected region(s) from Regions List ... clear
Bypass dialog boxes during deletion of audio files ... option - the first "OK dialog" when using *Clear Selected*
Audition region in Regions List ... option - click & hold on region in Regions List
Rename region/file ... double-click region in Regions List or double-click with Grabber on region in playlist
Constrain region placement to start at play/edit cursor location or selection start ... control - click /drag region

IMPORT AUDIO DIALOG

Add currently selected region or audio file to list ... enter or return
Audition currently selected audio file/region ... ⌘ - P or spacebar
Stop playback of selected file and retain selection ... ⌘ - P or ⌘ - S
Stop playback of selected file & go to top of scroll box ... spacebar
Move between file windows ... tab
Done ... ⌘ - W
Cancel ... ⌘ - period key
Random-access fwd/rew search through selected file ... click right/left side of counter *(when playing or stopped)*

CONVERT AND IMPORT DIALOG

Add ... ⌘ - A
Remove ... ⌘ - R
Add All ... ⌘ - option - A
Done ... ⌘ - W
Cancel ... ⌘ - period key
Play/Stop ... spacebar

MIXING

Set all faders to their automation null points	option - clicking on either automatch triangle
Reset a control to default value	option - click on control
Headroom/Track Level Indicator toggle	⌘ - click on Headroom/Track Level Indicator
Clear peak/clip-hold from meter	click on indicator
Peak counter reset in Headroom Indicator mode	click on Headroom Indicator
Clear 888™ I/O meters in Infinite Peak-Hold Mode	option - click on any meter
Bypass Plug-In Insert	option - click on insert name in Inserts view
Send mute	option - click on send name in Sends view

AUTOMATION

Leave extremity breakpoints undisturbed while trimming	hold down shift key while trimming
Disable auto-creation of anchor breakpoints when trimming automation	option - Trimmer
Access Plug-In Automation dialog	⌘ - option - control - click on display format selector or Plug-In Insert
Disable/enable playlist on selected track and other tracks in the same Edit Group	⌘ - click track display format selector
Disable/enable all playlists on selected track and other tracks in the same Edit Group	⌘ - shift - click track display format selector
Disable/enable single playlist on all tracks	⌘ - option - click track display format selector
Disable/enable all playlists on all tracks	⌘ - option - shift - click track display format selector
Vertically constrain automation movement	shift - move automation with Trimmer

When all selected tracks are displaying automation playlists, hold down control key during the following operations to affect all playlists on all selected tracks:

Delete	delete
Cut	⌘ - X
Duplicate	⌘ - D
Copy	⌘ - C
Clear	⌘ - B
Insert Silence	shift - E

NUMERIC ENTRY

Initiate time entry in Current Location & Big Counters ..... =
Initiate time entry in Edit window Start/End/Length fields .... / *(subsequent presses toggle through fields)*
Capture incoming timecode in Session Setup window,
Spot dialog & Time Stamp Selected dialog ..... = *(hold down key for continued input)*
Move sub-unit selection to the right ..... period key
Move sub-unit selection to the left/right ..... ←/→
"Calculator entry" mode ..... + or – keys followed by offset number
Increment/decrement the current sub-unit ..... ↑/↓
Clear entered numeric value & stay in time entry mode .... clear
Apply entered numeric value ..... return or enter
Clear entered numeric value and exit time entry mode ..... escape

Note: When Time Code is the selected time scale, initiating time entry highlights entire field, and numeric values are entered right to left

Above keyboard shortcuts apply to:

- *Current Location Counter*
- *Start, End & Length fields in Edit window*
- *Transport window time fields*
- *Spot dialog*
- *Big Counter*

TEXT ENTRY

Move down/up rows ..... tab /shift-tab
Move to beginning/end of word ..... ↑/↓
Move single letters at a time across a name label ..... ←/→
Select entire word ..... double click on word

Above keyboard shortcuts apply to:

- *naming channel strips*
- *Get Info dialog*
- *I/O Labels*

PLUG-IN SETTINGS LIBRARIAN

Compare	⌘ - shift - E
Save Settings	⌘ - shift - S
Copy Settings	⌘ - shift - C
Paste Settings	⌘ - shift - V

KEYBOARD INPUT FOR PLUG-IN PARAMETERS

Click mouse in text field	Type desired value
Move down/up parameter fields	tab/ shift - tab
Increase/decrease slider value	↑/↓
Input value without leaving field	enter
Enter value and exit keyboard entry mode	return
For fields that support kilohertz	type k after number multiplies by 1000

MISCELLANEOUS

Display Takes Pop Up list *(appears only when chosen position matches user time stamp of files/regions)*	⌘ - click with Selector on position
Set all tracks to selected record drive in Disk Allocation dialog *(for Pro Tools® III – on same Disk I/O™ only)*	option - click on record drive
Access Playback Engine dialog during Pro Tools launch	hold down "N" key while launching Pro Tools
Toggle between Hide All and Show All	option - click in Show/Hide Tracks List

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